DENNIS P. WILLIAMS
MAYOR



LOUIS L. REDDING - CITY/COUNTY BUILDING 800 FRENCH STREET WILMINGTON, DELAWARE 19801-3537 WWW.WILMINGTONDE.GOV



Effective: Monday, July 1, 2013

June 5, 2013

Attn: Attorneys and Title Companies

We have revised our Transfer of Ownership Form and settlement procedures to better service you and your clients. Please review and follow the new procedures carefully so that you receive settlement figures within a timely fashion without delay.

If you have any old versions of this form, please discard them and use this revised form, as the old form will no longer be accepted.

You can pick up new forms in person at our Revenue Office location:

City of Wilmington Louis L. Redding City/County Revenue Division, 1st Floor 800 North French Street Wilmington, DE 19801

For your convenience, you can also obtain the new Transfer of Ownership Form on the City of Wilmington's website at www.WilmingtonDE.gov. The document will be in an Adobe format.

We prefer that you email your completed Transfer of Ownership Form to <u>scromartie@WilmingtonDE.gov</u>, or fax to (302) 571-4087, or return the form in person.

If you should have any question in regard to the new form or new procedures, please feel free to contact me at (302) 576-2087.

Thank you for your cooperation and we look forward to providing you with excellent service in the future.

Sincerely,

Shirleen M. Cromartie Settlement Clerk Department of Finance

SMC/dmu

City of Wilmington

NOTIFICATIONS OF TRANSFER OF OWNERSHIP & REQUEST FOR LIEN STATUS

PLEASE READ BEFORE COMPLETING ATTACHED FORM

(New Procedures – Effective July 1, 2013)

OBTAINING SETTLEMENT READINGS & FIGURES

It is recommended that Division of Revenue Meter Readers obtain the settlement reading to ensure accuracy in taking the meter reading and calculating settlement figures.

All Curb meters must be read by the Division of Revenue Meter Readers (no service charge).

If seller, buyer, or realtor should choose to read meter for settlement, please follow instructions below:

- 1. Settlement readings are scheduled daily between the hours of 9:00 a.m. and 11:00 a.m. Call Customer Service at (302) 571-4320.
- 2. There **must** be someone at the property location to allow the meter reader to have access to the meter in the property.
- 3. There will be a \$50.00 service charge added to your settlement figures (curb meters are excluded).
- 4. A picture of the meter reading **must** be attached to the Transfer of Ownership Form or the settlement reading provided will not be accepted, and Settlement Clerk will be forced to escrow settlement funds.

ESCROW SETTLEMENT FIGURES

In the event that a water meter cannot be obtained prior to settlement date, the Division of Revenue will provide an estimated escrow amount based on prior consumption and payment history. Escrow amounts can range from \$5,000 - \$10,000.

SUBMITTING TRANSFER OF OWNERSHIP FORM

The Transfer of Ownership Form must be submitted at least **five (5) business days** prior to settlement date to ensure that there is sufficient time to obtain a meter reading, if necessary, and receive figures in a timely manner.

Email forms to scromartie@WilmingtonDE.gov (preferred) or faxed to (302) 571-4087.

Settlement information can be obtained by calling (302) 576-2087, Mon. – Fri., 9:00 a.m. to 5:00 p.m.

General billing inquiries, contact Customer Service at (302) 571-4320, Mon. – Fri., 9:30 a.m. to 4:00 p.m.

CANCELLATION OF SETTLEMENTS

Cancellation Notices must be faxed to (302) 571-2087 or emailed to scromartie@WilmingtonDE.gov if sale does not take place as stated on the Transfer of Ownership Form. This will ensure that the City of Wilmington's database is not changed erroneously.

SETTLEMENT QUOTES & PAYMENT POLICY

Settlement quotes are only valid for two (2) weeks after the settlement date on the Transfer of Ownership Form. **Payments** are expected within the two (2) week period to avoid any late fees. Please attach a copy of the Transfer of Ownership Form for accurate allocation of payment.

Make all checks payable to the City of Wilmington. Mail payments to:

City of Wilmington
Attn: Settlement Clerk / Division of Revenue – 1st Floor
800 North French Street
Wilmington, DE 19801

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Transfer of Ownership & Request for Lien Status

City of Wilmington, Division of Revenue, 571-4320 Email is preferred; however, form can be faxed to 571-4087.

Please be advised that the property listed below is scheduled for settlement.

A separate form needs to be submitted for multiple accounts

PROPERTY LOCATION	Account No.	Parcel No.				Date of Settlement		
	Address of Meter				<u>~</u>	Name & Forwarding Address of Seller		
	City State Zip			<u>Zip</u>	SELLER	Address		
					0)			
	☐ Check here if bills should go to property location; otherwise fill information below					City		State Zip
BUYER	Name					Agency		Business Lic #
					ro ec			
	Phone Number				SELLERS REALTOR	Phone N	lumber	
	Billing Address				8 R F	Agent		
	-					-		
	Subdivision				~	Agency Business Lic #		
				6	TOF I			
	City		State Z	ip E	BUYERS REALTOR	Agent		
				٥	8 Z			
This certifies that I have read, understood, and accepted the directions on the attach							hed explanatory cover s	heet. (please check
all that apply)								
☐ No seller's realtor ☐ No buyer's realtor								
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Reading provided (picture must be attached): Name of Attorney Addi					/D	Reading) (Date)		
					(Reading) (Date)			
					Address			
Tallio S. Amorrioy								
				Pho	Pate: Fax: Phone: Email:			
Name (Printed) Name (Signature)					0110	Email:		
Lien Information (Official Use Only)								
Date		Meter Reading	Consumption	Excess			Facilities Charge	
							Settlement Usage Charge	
						Delinquent Amount		
						Property Tax Due		
						L & I Fees		
Settlement Clerk Date "It is the obligation of the person requesting a meter reading to specify each meter to be read as well as the property address and/or location of each meter to be read. These figures are only valid for 2 weeks from the date of settlement; at which time, a new read will need to be obtained and new figures given."						Meter Read Fee		
						Water Turn-On Fee		
						Other:		
						Total Due	\$	
Remarks:								
						Remit to: City of Wilmington Department of Finance Division of Revenue, 1 st Floor 800 French Street		
						Wilmington, DE 19801		
						Make check payable to: City of Wilmington		